

APPLICATION PROCEDURES

In reply to your request for licensure information, we are enclosing an application for licensure as a resident Commercial Driver License Training school in Kentucky. The requirements for licensure are defined in the laws and regulations (copy enclosed) and should be studied very carefully. Please be advised that a copy of the **minimum curriculum requirements and federal regulations relating to drug and alcohol testing requirements (Part 40)** are enclosed.

Please attach the application fee of \$200 and licensure fee of \$300 by check or money order made payable to the **Kentucky State Treasurer**. Also, attach the **Student Protection Fund** payment of \$300 by check or money order made payable to the **Kentucky State Treasurer**, in accordance with KRS 165A.450.

Remaining 2004 board meeting date and application deadline are listed below.

Board Meeting Date
December 7

Application Deadline
October 25

2005 board meeting dates and application deadlines are listed below. Please be advised that meeting dates are subject to change.

Board Meeting Date
February 11, 2005
March 18, 2005
May 20, 2005
July 22, 2005
August 26, 2006
September 23, 2005
December 9, 2005

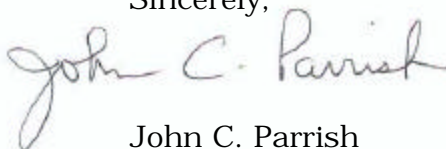
Application Deadline
December 31, 2004
February 4, 2004
April 8, 2005
June 10, 2005
July 15, 2005
August 12, 2005
October 28, 2005

All documentation must be received at the address above on or before the application deadline to be placed on the board meeting agenda. The board committee meetings begin at 9:00 a.m. A representative of the school/organization should be present to answer any questions the committee members may have. A map is enclosed. The street address is: **911 Leawood Drive, Frankfort, KY 40601.**

Kentucky state law mandates that all licenses will expire on June 30 each year. Renewal applications must be filed with the Board by May 15 (or closest business day thereto).

If you have any questions regarding this information, please feel free to contact Gena Vance, Board Administrator, (502) 564-3296, Ext. 227 or e-mail Gena.Vance@ky.gov.

Sincerely,



John C. Parrish
Executive Director

